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Copy # 3 of 4

18 March 1969

MEMORANDUM FOR: A(T)D/R&D/OSA

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ATTENTION : [Redacted]

25X1A REFERENCE : [Redacted] dtd 3 March 69

Attached to this memorandum is a course outline as requested in the reference.

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Chief, Communications Division
OSA/DDS&T

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C/COMMO/OSA [Redacted] lac (18 Mar 69)

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ATTACHMENT TO

LESSON TITLE: Communications Support of Developmental and Operational Phases of DD/S&T Programs

DIVISION: OSA Communications

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INSTRUCTOR:

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DATE/TIME/PLACE: Wednesday, 2 April 69, 1045-1145,

PART I - OVERVIEW

1. **OBJECTIVE:** To impart to students an understanding of the organization and responsibilities of the OSA Communications Division.
2. **INSTRUCTIONAL AIDS:** Charts.
3. **TIME REQUIRED:** 1 Hour.
4. **PLAN OF PRESENTATION:** The lesson will be introduced by a brief history of the formation of the OSA Communications Division, its organization, functions, and relationship with Agency and other U.S. Govt. communications systems. The main thrust of the lesson is to help students understand how they may best obtain and employ communications services they require.

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PART II - LESSON PLAN

1. **ORGANIZATION AND MISSION:** Who we are and what we do.
2. **HISTORY:** When and why the OSA Communications Division and the were organized.
3. **CURRENT SUPPORT ACTIVITIES:** How we function in support of DD/S&T communications requirements and where major communications assets are located.
4. **RELATIONSHIP WITH THE OFFICE OF COMMUNICATIONS AND OTHER U.S. GOVT ORGANIZATIONS:** Availability of support from other communications services and the coordination methods.
5. **PROGRAMMING AND BUDGETTING:** The role of "customers" in planning and budgetting for communications support.

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